

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 240 AND 270
INDIANAPOLIS, INDIANA

January 1, 2004 to December 31, 2004



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Gerald Coleman	01-06-02 to 02-29-04
	Mary DePrez	03-01-04 to 01-09-05
	Joel Silverman	01-10-05 to 01-11-09
Branch Manager	Alice Droeger	01-01-04 to 02-16-05
	Mary Fleehearty	02-22-05 to 03-28-05
	Jeff Kruse	03-29-05 to 11-29-05
	Melissa Williams	11-29-05 to 12-31-05



STATE OF INDIANA

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 240 and 270 (Branch) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

November 30, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 240 AND 270
 INDIANAPOLIS, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2004 to December 31, 2004

	Branch Number 240	Branch Number 270	Totals (Memorandum Only)
Collections:			
Registrations	\$ 5,374,763	\$ 817,815	\$ 6,192,578
Titles	1,186,383	-	1,186,383
Drivers licenses	388,302	-	388,302
Watercraft	45,951	-	45,951
Miscellaneous	<u>3,050</u>	<u>-</u>	<u>3,050</u>
Totals	<u>\$ 6,998,449</u>	<u>\$ 817,815</u>	<u>\$ 7,816,264</u>
Distributions:			
State fees	\$ 2,287,617	\$ 153,409	\$ 2,441,026
County tax	3,880,873	594,103	4,474,976
Commission fees	<u>829,959</u>	<u>70,303</u>	<u>900,262</u>
Totals	<u>\$ 6,998,449</u>	<u>\$ 817,815</u>	<u>\$ 7,816,264</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 240 AND 270
INDIANAPOLIS, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Self-Service Terminal

This report contains financial and statistical information for Indianapolis License Branch Number 240 and License Branch Number 270, a self-service terminal (SST). The manager of Indianapolis License Branch Number 240 is responsible for maintaining the SST.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 240 AND 270
 INDIANAPOLIS, INDIANA
 STATISTICAL INFORMATION
 January 1, 2004 to December 31, 2004

<u>Transactions Processed</u>	<u>Branch Number 240</u>	<u>Branch Number 270</u>	<u>Totals (Memorandum Only)</u>
Vehicle registrations:			
Passenger	38,879	6,400	45,279
Motorcycle	975	163	1,138
RV (housecar)	206	24	230
Light truck	8,112	1,306	9,418
Other truck	171	12	183
Farm truck	4	1	5
Tractor	15	-	15
Trailer	1,372	155	1,527
Semitrailer	97	1	98
School and church bus	40	2	42
Other bus	21	-	21
Other	1	-	1
Total vehicle registrations	<u>49,893</u>	<u>8,064</u>	<u>57,957</u>
Drivers licenses and permits:			
Drivers licenses/learners permits	14,525	-	14,525
CDL licenses/CDL permits	917	-	917
Placards	2,077	-	2,077
Other	15,323	-	15,323
Total drivers licenses and permits	<u>32,842</u>	<u>-</u>	<u>32,842</u>
Titles:			
Vehicles	23,587	-	23,587
Watercraft	177	-	177
Total titles	<u>23,764</u>	<u>-</u>	<u>23,764</u>
Total watercraft registrations	<u>529</u>	<u>-</u>	<u>529</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 240 AND 270
INDIANAPOLIS, INDIANA
EXAMINATION RESULTS AND COMMENTS

REPLACEMENT PLATE APPLICATIONS

We noted that 20% of the BMV Form 6, "Application for Duplicate or Replacement License Plate," tested were not located in the end of day receipts.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed or approved. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Page 15:3)

REDECLARED WEIGHT

During the audit period, 12 redeclared weight transactions occurred and 30% of the redeclared weight old plates could not be found in the Hold for Audit Inventory.

When a plate has been replaced due to reweighting, the new registration stub/receipt should be attached to the original registration (photocopy or BOSS inquiry) and placed with the plate in the Hold for Audit items. (Branch Operations Policies and Procedures Manual, Branch Filing Procedures Chapter)

ACCOUNTABLE ITEMS

The following schedule details missing items revealed during a comparison of actual inventory of accountable items to the Open Inventory Report of the State Bureau of Motor Vehicles at December 31, 2004. No evidence was found to indicate these items have been sold.

<u>Year</u>	<u>Plate Type</u>	<u>Plate Number</u>
2003	National Guard Low	223
2004	Passenger Low	94H51
2004	Passenger Low	98G5
2005	Tractor 78+	3911T
2005	Trailer 12	19796D
2006	Special Recognition	RL2001
2006	Special Recognition	RL2002
2007	Passenger	12Q1017
2007	Passenger	93B5509
2007	Passenger	95D500
2007	Personalized	TPNOTCH
2007	Personalized	1STUNER

A listing of the items that are to be accounted for to the State Board of Accounts is included in the Branch Operations Policies and Procedures Manual. (Branch Operations Policies and Procedures Manual, Supplies and Equipment Chapter)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 240 AND 270
INDIANAPOLIS, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on November 30, 2005, with Melissa Williams, Branch Manager. The official concurred with our findings.